

DGS Communicator

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DGS Assists Isabel Storm Response

As Hurricane Isabel rumbled toward Maryland, DGS joined 36 other State and Federal agencies as the Maryland Emergency Management's (MEMA) State Operations Center opened in preparation for the anticipated storm emergency. The DGS MEMA desk was staffed for nine days – three of them around-the-clock – by David Auchu and Dan Heyman of Facilities Operations, Claude Misher of Surplus Property and DGS Police Captain Steve Lating.

Lt. Governor to DGS: You make things happen

In his first official visit to DGS in September, Lt. Governor Michael S. Steele thanked DGS employees for their hard work before, during, and after Hurricane Isabel hit Maryland. He told a large crowd gathered in the 301 West Preston lobby "You make things happen. People think that our offices were protected, our buildings were fully functional and the government was ready for the storm...all magically. It was you. Thank you!"



Executive Visit: Lt. Governor Michael Steele announces the winner of a drawing for a Surplus laptop computer.

Lt. Governor Steele went on to tell the story about locating and hauling over 12,000 gallons of water from a reserve in Pennsylvania and delivery to Dorchester County where it was sorely needed. "Because of the quick reactions and unshakeable resolve of the DGS employees that made this happen, the people of Dorchester County were able to get through a very difficult time," he said.

Surplus Road Show is a Big Success

The first in a series of Surplus Property road shows came to Baltimore in late September... and the exhibit created quite a stir at the Baltimore State Office Complex. Known more formally as the Maryland State Agency for Surplus Property (MSASP), the DGS unit displayed refinished desks, re-upholstered chairs, computer tables, and computers – all for immediate sale. To the delight of Program Manager Claude Misher, the items sold in record time, producing sales of more than \$7,100.

As part of the two-day expo in the 301 West Preston lobby, a silent auction was held and Lt. Governor Michael Steele drew the winning business card for a laptop computer. MSASP plans to display its wares at similar events on the Eastern Shore and in Western Maryland. Considering the success in Baltimore, Surplus should come back soon!

Annapolis Trick-or-Treat

"Halloween is big in this house!" The words of Maryland First Lady Kendel Ehrlich. It was pretty obvious as you walked by Government House and saw that gigantic jack-o'-lantern on the front lawn. The 10-foot inflatable – which was lit at night – was part of the Halloween decorations set up by the Annapolis Public Buildings and Grounds staff. Donated by Arundel Excavation, it was a big hit with First Son Drew Ehrlich and the neighborhood kids.



Isabel Alert: Conferring with a Department of Natural Resources representative at the State Operations Center were (L to R): David Auchu and DGS Deputy Secretary Steve Cassard.

During disasters like Isabel, DGS is the lead agency for damage assessment, procurement assistance and debris management. In the damage assessment role, a 10-member team from the Construction Division joined Federal Emergency Management Agency (FEMA) experts to fan out across the State over a three-day period to determine the clean-up cost for Federal reimbursement. Helping staff 12 Damage Assessment Teams were DGS inspectors Ed George, Jerry Logan, Jim Rohrbach, Lafayette Grier, John Rigley, John Manna, John Arford, Bill Lake and Troy Gruber.

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A Message from the Secretary



Dear DGS Employees,

Once again, you have demonstrated your skill and commitment in serving the people of Maryland. I congratulate the many DGS staffers who participated in the Department's planning and response to the ravaging effects of Hurricane Isabel. DGS personnel worked around-the-clock with other State agencies in handling the disaster that impacted all of us. As we acknowledge the work of our fellow employees, let us not forget that the storm severely impacted several DGS employees.

We owe a special thanks to the DGS employees who rose to the call by: staffing the DGS desk at the Maryland Emergency Management Operations Center round-the-clock throughout the storm and for days following; leading damage assessment teams; developing solicitation and contract vehicles that made needed items available to local communities; participating in the management of the \$10 million soil contamination clean-up; and by procuring, picking-up, and delivering more than 12,000 gallons of bottled water to the citizens of Dorchester County.

Additionally, thanks to the preparations of our Facilities Operations staff, damage was minimized at the 55 buildings we operate across the State. Through these, and many other efforts, DGS has again demonstrated how it responds in a time of need. Governor Ehrlich and other State agencies have recognized the high level of service provided by DGS personnel.

You should be as proud of yourselves and fellow DGS employees, as I am. Thank you for your service to the people of Maryland.

Sincerely,

Boyd K. Rutherford
Secretary



Thanks! At a State House luncheon, Governor Ehrlich thanks members of the Annapolis Public Buildings and Grounds staff for making Government House a "comfortable" home for the First Family.

PROFILE: An Opportunity to Help Others

Ask Consuella Simms why she enjoys helping coordinate the Maryland Charity Campaign (MCC) for the Office of Real Estate and you'll get a variety of responses. Connie, a self-identified people person, enjoys helping others and the MCC gives her an opportunity to talk to co-workers who she doesn't interact with on a regular basis.



Banner Effort: Real Estate's Consuella Simms, one of 12 DGS coordinators, proudly displays the 2003 Maryland Charity banner.

"It's fun. I don't expect to get one hundred percent participation, but I do challenge myself to increase the number of employees participating every year," said Simms. "I've been able to change the minds of some folks who haven't given in the past and that's gratifying."

With a fund-raising goal of \$32,818, DGS employees have enthusiastically supported the 2003 Maryland Charity Campaign (MCC), which assists 742 certified non-profit health and human services organizations.

As for Consuella Simms, in her three-years of coordinating the campaign for the Office of Real Estate, she achieved 74 percent participation this year up from 68 percent in 2002 and 65 percent in 2001. Steadily she's making progress to improve the lives of others by spreading the news about the Campaign.

Storm Response

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With DGS procurement help, generators, pumps, emergency lighting and fuel were made available to local governments and non-profits via State contracts. Tasks handled by DGS included the procurement, pickup and delivery of 12,000 gallons of bottled water for Dorchester County. Additionally, our procurement professionals facilitated the procurement of 2,000 gallons of chlorine bleach used in Dorchester County for the disinfecting of wells. The Procurement Division, responding to a need for debris hauling contracts, developed bid documents and awarded

Lots of Lumber: Wallace Henderson of Surplus Property helps load donated plywood onto a truck from Baltimore County.

contracts over a three-day period. Additionally, DGS assigned three construction inspectors - Vito Eringis, George Richard and Bill Sharp - from the Facilities Planning, Design and Construction Division and two senior appraisers - Gerry Krebs and Dave Kelleher - from the Office of Real Estate to serve on public property damage assessment teams for FEMA. These teams were deployed regionally to assist public applicants for up to 30 days.

Our Surplus Property facility was a staging/distribution location for more than 950 sheets of plywood donated by the Lowe's Corp. The material was distributed to Baltimore City and Anne Arundel, Baltimore, Harford and St. Mary's counties.

Written by Dave Humphrey who worked at MEMA during the storm emergency.



Strategy Session: Tom Schanno and Ahmed Naji plan soil contamination clean-up.

In one of its biggest undertakings, DGS Project Management procured a "turn-key" operation for the testing and removal of 50,000 cubic yards of oil contaminated soil from some 500 sites, mostly in Baltimore County. Tom Schanno and Ahmed Naji of Project Management

headed the DGS effort. The turn-key application is for the excavation of contaminated soil, dirt fill and stabilization of each site, at an estimated cost of more than \$10 million. Five consulting and 16 Maryland contracting firms competitively bid and were awarded contracts to provide the soil remediation.

State Buildings "Hunker Down" for Isabel

Thanks to a week of preparations, Hurricane Isabel's damage was minimized for the 55 State buildings operated by DGS. However, several buildings did lose electric power for extended periods.

As it became apparent the storm would move across Maryland, Facilities Operations and Maintenance (FOM) crews performed preliminary inspections of the buildings which included checking roofs for loose material or penetrations; clearing gutters and window wells; checking sump pumps and portable pumps to ensure that they worked properly, and topping vehicle and generator fuel tanks. The FOM team was prepared and did an excellent job!

Search Committee Seeks New Police Chief

The search for a new DGS Police Chief is underway. A five-member search committee has been formed and will make its recommendation by late December.

In the meantime, Secretary Rutherford has named Maryland State Police Captain Mark Sroka as acting police chief. Captain Sroka, a 17-year State Police veteran, was most recently Operations Section Commander of the Homeland Security and Intelligence Division.



Number One: Acting DGS Police Chief Mark Sroka presents Secretary Rutherford with a simulated laptop property pass tag. The Secretary has the actual #1 tag.

DGS Upgrades State Property Protections

In the interest of protecting State property, DGS has implemented an improved property security program. The upgraded plan requires individuals exiting a DGS-controlled facility with any equipment to display a State property pass.

"We have instructed our DGS Security operations to stop individuals exiting State buildings with equipment and ask that they provide a signed property pass," said Secretary Rutherford.

The Secretary also announced that property passes are also required for authorized laptop users. DGS has developed a new laptop carrying case tag designed to make transport of laptops easier for employees. It will provide a visual check for DGS Security, allowing the authorized user to exit a DGS-controlled facility without being stopped.

First Responders Recertify for *our* Safety

DGS Police officers are gearing up ahead of schedule for their annual cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED) recertification process.

While the Maryland Institute of Emergency Medical Service Systems (MIEMSS) requires all safety personnel to recertify every two years, the DGS Police would like their officers, security guards and other personnel to be as well trained as possible to address any health emergency that may arise.

Starting in October, for a two-and-a-half month period, Sergeants Michael Short and Marshal Ferbee, and Officer Steven Pundt are teaching mandatory CPR and AED recertification classes for all DGS Police personnel. The recertification for CPR and AED each take approximately four hours.

Training DGS Police officers to use the AED machines is a program that was first introduced by the Department in 2000. Sgt. Short has led the program from its inception and sees great value in the yearly recertification. "We are trained to be prepared for anything," Sgt. Short said. "Training our officers to act as First Responders, to use CPR and to effectively utilize the AED machines when needed is a duty that we take very seriously."

The training corps of Sergeants Short, Ferbee and Officer Pundt is available to teach CPR and first aid to groups of employees upon request. For information about a private class, contact Sgt. Michael Short at 410-767-0972.



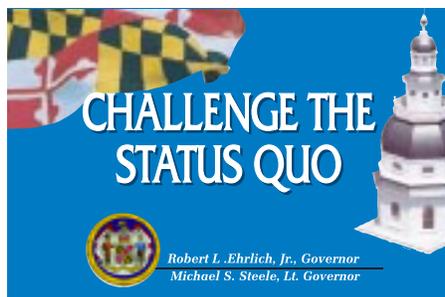
AED Training: Sgt. Joe Schulz and Officer Rick Vanderbeyden train on the Automated External Defibrillator.

Have you seen it?

The "301 Community Communicator" is 301 West Preston Street's newest source of building-wide information. The "Communicator" features news about activities, events and other special programs in Baltimore and throughout State government. Readers will also find beneficial information that will improve the safety of our workplace environment.

Because this is a "Community" message board, everyone is heartily invited to participate. If you know of something worth sharing with the 301 Community, let us know!

Forward proposed announcements to Dyer Bell in the Office of External Affairs, Suite 1403. He can be reached at 410-767-1615, or by e-mail at dyer.bell@dgs.state.md.us.



AG Honors Martha Delea

Martha Delea of the DGS Legal Office recently received an Exceptional Service Award for Lawyers. The award was presented to her by Maryland Attorney General J. Joseph Curran, Jr. for what he termed her diligent efforts in the drafting and review of complex documents in the Bloomsbury Square transaction; for expertly handling the Glatfelter transaction, which included the purchase of conservation easements on 260 parcels totaling approximately 23,266 acres of land; and, for her willingness to share her knowledge, experience, and sense of humor with other members of the Office.

Since 1981, the Attorney General has given this award to non-supervisory lawyers who have demonstrated special ability, dedication, leadership and imagination in carrying out their work for the State.

Promoting the Correct Use of Child Safety Seats

DGS Police officers, certified child safety seat installers, this past June teamed up with the City of Annapolis, the Anne Arundel County Sheriff's office, the Anne Arundel County Police Department and Sandy Spring Bank to host a free safety seat event. Anne Arundel County parents were invited to learn the correct method to install child safety seats at the Sandy Spring Financial Center in Annapolis.

"Child safety seats are the key to preventing serious injuries or even fatalities



in the event of an accident," said Captain Earl Maynard. "This was a great opportunity for parents to learn about the proper installation of child safety seats and other ways to keep their families safe on the road."

Additionally, DGS Police also assist the Maryland Department of Health and Mental Hygiene with their monthly Kids in Safety Seats (KISS) program which takes place in the O'Connor Building garage. The KISS program provides citizens and State employees with an opportunity to meet one-on-one with a certified safety seat installer to learn about proper installation techniques.

Employees interested in the KISS program should call 410-767-6016 to make an appointment for the next safety seat check event.



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